

15 November 1967

MEMORANDUM FOR: Mr. Wollenberg

SUBJECT : Transmittal of TOD Instructions and Tables

1. Pursuant to our conversation today, I am arranging for delivery of the TOD Tables and Instructions directly to the participating agencies. These materials are being set out today in the following quantities:

<u>Addressee</u>	<u>Instr. & Defin.</u>	<u>Tables</u>
Captain Faubion - CIP	150 sets	550 sets
Colonel Carter - USAF etc.	5	60
Mr. Monroe - CCP	65	240
 - CIAP	10	60
Mr. Wollenberg - ASD(SA)	5	5
Mr. Fischer - BOB	2	2

2. I understand that you will provide a cover letter of instructions applying to Reporting Entities in the Department of Defense. Please forward a copy to me for the TOD Committee files. I will arrange for transmittal to CIA.

3. Please note that each set of Tables is made up as follows: 1 Table A (2 pages); 1 Table B (5 pages); 3 Table C (2 pages each); and 2 Table D (4 pages each). All of the foregoing have been stapled as one set. This is based on our assumption that each Reporting Entity may make entries in three columns of Table B, thus requiring 3 copies of Table C. Likewise, we have provided 2 Table D in each set on the assumption that each Reporting Entity will be needing separate copies for the USSR and Communist China.

4. Since one set of Tables covers only one Fiscal Year, each Reporting Entity will require two sets: for FY 1967 and FY 1968. In addition, we have provided 2 more sets for work sheets for each Reporting Entity. Accordingly, we are delivering 550 sets for the CIP on the assumption that there are about 137 Reporting Entities; 60 sets to Colonel Carter's organizations on the assumption that he has 15 Reporting Entities; 240 sets to Mr. Monroe covering 60 Reporting Entities; and 60 sets to for 15 Reporting Entities in the CIA.

5. I am holding a reserve supply of several hundred copies of Table C in case any Reporting Entity requires more than the normal distribution. Please advise DOD components accordingly.

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6. In the event a re-run of any or all of these Tables is required, this can be accomplished quickly since I have instructed the printing plant to retain the plates for these forms. I have no sizeable supply of extra copies of Tables A, B and D. If you foresee a need, please advise me with as much lead time as possible.

7. We have not as yet obtained a definitive listing of the Reporting Entities. By separate memorandum I will be sending you my list of what I think these should be, and I will be asking our TOD Committee to make a decision on an approved list. We have discussed this with each agency and I think we all have a clear understanding as to what such a list will contain; however, I think we had better tie this up a little tighter now so that we can be sure that we are going to receive submissions from all the Reporting Entities that we think should be complying.


Chairman, TOD Committee

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Encl:

5 sets Tables and Instr.

cc: Mr. Fischer, BOB: 2 sets Tables and Instr.

Mr. Bross, DCI/NIPE

SECRET

MEMORANDUM FOR:

The TOD Tables & Instructions have been received as follows:

	<u>Tables</u>	<u>Instructions</u>
<u>Dr. Wollenberg:</u>	5	5
Thurs, 16 Nov at 2 P.M.		
<u>DIA</u>	550	150
Wed, 15 Nov.		
Faubion away		
Opened & Kauffman a copy		
<u>NSA</u>		
Wed.	60	5
Sent at 1 today	180	58 *
Monroe away-pkgs not opened		
<u>NRO</u>	60	12
Received Wed/Thurs.		(DATE)

25X1

FORM NO. 101 REPLACES FORM 10-101 WHICH MAY BE USED. (47)
 1 AUG 54 # Could not find 3 more will forward later